



Financial Systems

DATE: June 5, 2008

AREA: Purchasing

TOPIC: Reminder - BY 2009 Purchase Orders and Requisitions

EFFECTIVE: June 1, 2008

MESSAGE:

This is a reminder that the July Accounting Period for the **PO Module only** is now open. For all other modules, the July period will not open until July 1, 2008. This will allow, once an agency's budgets are loaded, for the entry of Purchase Orders for the next fiscal year. July Accounting and Budget dates must be used in order to save these "new" year purchasing transactions. Unlike last year, these Purchase Orders can be fully processed and dispatched. However, agencies will not be able to process PO Vouchers against BY 2009 Purchase Orders until July 1.

Requisitions for BY 2009 should not be entered until after the June close (July 11th). "Open Contract" requisitions for BY 2009 can be entered earlier with a 2008 budget date. Since these do not pre-encumber funds, the budget date really does not matter and a header comment should be added to note that the requisition is for a BY 2009 Contract. All BY 2008 Requisitions must be fully awarded, canceled, or closed prior to the June close. Once all BY 2008 pre-encumbrances have been relieved, the pre-encumbrance function will be turned off in PeopleSoft. Requisitions entered for BY 2009 will no longer pre-encumber funds, regardless of the "Open Contract" checkbox. This box, however, should still be checked when appropriate as an indicator used by "State Purchasing" to determine the type of solicitation and award is wanted by the agency.

ACTION:

During June and July, Purchase Orders can be processed for both the current and new year as long as June Accounting and Budget Dates are used for current year orders and July Accounting and Budget Dates are used for the new year's orders. Budget Dates related to different years cannot be mixed on a single transaction until after the June close. June transactions can continue to be processed until the June close (7/11/2008).

Coordinate with "State Purchasing" to award all BY 2008 requisitions before the June close. Any requisitions (**not for Open Contracts**) that will not be awarded by this date must be either canceled or closed so that no pre-encumbrance balances exist. Please refrain from entering any requisitions for BY 2009 (unless for Open Contracts) until after the June close.

ADDITIONAL INFORMATION/RESOURCES:

N/A

QUESTIONS: Financials Systems Help Desk
404-657-3956
888-896-7771
sao.georgia.gov
acctspay@sao.ga.gov